IGT Version 13 User Guide - Organisation Types

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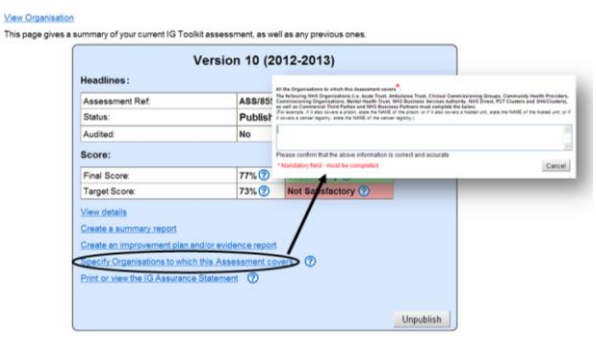
General

Organisation types are reviewed annually for appropriateness against the prevailing NHS and Local Authority structures in England. Organisation type will usually be allocated on the basis of the services provided, the contractual terms in place and any other drivers for completing the IG Toolkit.

Parent / Child Organisations

If the parent assessment covers the services and activities of child organisations then it will be uncommon to request the child organisation to complete an additional assessment; instead the parent organisation should list the additional organisations included in the assessment on the summary page of the IGT assessment.



Acute Trust (Acute)

An NHS organisation providing short-term hospital-based or emergency health services - sometimes referred to as secondary care.

IG Toolkit view is based on Information Governance assurance within a largely clinical setting.

Ambulance Trust (AT)

A service providing emergency access to health care.

IG Toolkit view is based largely on the acute view but includes a separate Airwaves (government sponsored secure network service) requirement.

Any Qualified Provider (AQP)

At the time of writing AQP services are: Musculo-skeletal services for back and neck pain; Adult hearing aid services in the community; Continence services (adults and children); Diagnostic tests closer to home such as some types of imaging, cardiac and respiratory investigations to support primary assessment of presenting symptoms; Wheelchair services (children and adults); Podiatry services; Venous leg ulcer and wound healing; Primary care psychological therapies (adults).

AQP – Clinical

An organisation that has an AQP contract to provide clinical services to NHS patients, such an organisation will be carrying out clinical assessment of NHS patients.

IG Toolkit view is based on Information Governance assurance for clinical services

AQP – Non Clinical

An organisation that has an AQP contract to provide non-clinical services to NHS patients, for example, providing a wheelchair or appliance based on another service's clinical assessment of the patient.

IG Toolkit view is based largely on the voluntary sector view

Clinical Commissioning Group (CCG)

An organisation responsible for planning and purchasing NHS services to meet the health needs of a local population. CCGs are responsible for commissioning most NHS-funded services and designing local health services. They will also work with patients, healthcare professionals and in partnership with local communities and local authorities.

Commercial Third Party (CTP)

An organisation external to the NHS, contracting with an NHS establishment to provide non-healthcare goods, services that support the establishment providing care to patients. NB – if an organisation provides direct or indirect patient care, it will **not be appropriate** to allocate the IGT CTP organisation type to such organisations.

CTPs are distinct from **NHS Business Partners** by virtue of the fact that although they may have only technical access to patient or personal data, it is expected that any direct processing of such data would only occur under exceptional circumstances, rather than a regular aspect of day to day business.

IG Toolkit view is based on the Information Governance assurance expected from commercially funded and operated establishments.

Commissioning Support Unit (CSU)

An organisation responsible for supporting commissioners (e.g. see CCGs above) to carry out their functions of commissioning NHS-funded services. They will also support the administration and performance management of healthcare within a defined geographical area, e.g. Commissioning Support Units/ Commissioning Support Services.

Community Health Provider (CHP)

An NHS organisation, or Community Interest Company / Social Enterprise providing community services to NHS patients which are not provided under an AQP contract e.g. Out of hours (OOH) services, community nursing, health visitors, some Crime Reduction Partnerships.

IG Toolkit view is based on Information Governance assurance in both a clinical and community based setting.

Dispensing Appliance Contractor (DAC)

A dispenser that has agreed with their commissioning organisation to dispense appliances against NHS prescriptions. Such appliances will include bandages, incontinence and stoma products. Unlike pharmacy contractors, their business is mainly conducted by telephone and email. DACs are allocated to the "Community Pharmacy / DAC" organisation type.

IG Toolkit view is based on the minimum standards for Information Governance assurance as outlined in the David Nicholson review (Dec 2007).

Dental Practice (DP)

This is a practice that has agreed with their commissioning organisation to provide NHS clinical and educational dental services.

IG Toolkit view is based on the minimum standards for Information Governance assurance as outlined in the David Nicholson review (Dec 2007).

Eye Care Service (ECS)

Optician, ophthalmologist, optometrist etc providing NHS services: A provider that has agreed with their commissioning organisation to provide NHS primary eye health services, such as NHS sight testing.

IG Toolkit view is based on the minimum standards for Information Governance assurance as outlined in the David Nicholson review (Dec 2007).

General Practice (GP)

This is a practice in which a general practitioner provides a range of medical services including comprehensive and continuing medical care to patients irrespective of age, sex and illness; and in many cases, enhanced services such as extended diagnostic and monitoring services, minor surgery, and health promotion activities.

IG Toolkit view originally developed for Information Governance assurance in relation to the Information Management &Technology Directed Enhanced Service (IM&T DES).

Hosted Secondary Use Teams/Project (HSUT)

For individuals, teams and their projects that process NHS patient information for the purposes of non-direct care e.g. clinical research activities and other related patient data analysis (public health planning). These individuals / teams are effectively discrete sub-units or divisions of their host organisation whose overall business interests may span a range of clinical and non-clinical activities e.g. universities, hosted/employed by Local Authorities, commercial organisations. This requirement set enables such individuals / teams to assess the adequacy of IG processes around their projects.

Organisations that make an application (under Health and Social Care Act (Section 251)) to the HRA Confidentiality Advisory Group (CAG) or to the Data Access Advisory Group (DAAG) are required to provide IG assurance. If the host organisation has a current and satisfactory IGT assessment then the Team will not be required to complete an additional HSUT assessment. If the host cannot provide this assurance then the HSUT/P will be required to complete a satisfactory HSUT assessment. Large (non-hosted) organisations may need to complete the Secondary Use Organisation view.

Public Health Teams should **only** use this view if it is impractical for the function to be included within the broader Local Authority assessment (see Local Authority (LA)).

Local Authority (LA)

A county, shire, district, borough or city council responsible for providing public services within a defined

geographical area. This view replaced "Social Care Delivery/Local Authority" view with effect from IGT Vers 12 and covers (and therefore assures) the whole organisation whilst aligning the PSN assurance and IG Toolkit requirements to reduce duplication. This view encourages a single assessment with contributions by LA Public Health teams to the broader Local Authority assessment.

Mental Health Trust (MHT)

An NHS organisation providing mental health services from either a hospital or a community base.

IG Toolkit view is based on Information Governance assurance in both a clinical and community based setting.

NHS Business Partner / ITC / ALB (NHSBP)

An organisation that, whilst remaining independent, works closely with NHS organisations and shares common goals for providing high standards of healthcare directly to patients.

The category includes some Independent Treatment Centres and DH Arms Length Bodies (DH ALBs) with the exception of the HSCIC and NHS England. DH ALBs regulate the health and social care system, establish national standards, protect patients and the public and provide central services to the NHS. They include executive agencies, e.g. the Medicines and Healthcare products Regulatory Agency (MHRA); special health authorities, e.g. the NHS Litigation Authority; and non-departmental public bodies, e.g. the Care Quality Commission. The term Independent Treatment Centre encompasses Independent Sector Treatment Centres (ISTCs), private hospitals, hospices, etc that are not covered by one of the other organisation-types such as Voluntary Sector Organisation or AQP-Clinical.

An NHS Business Partner is distinct (in IG Toolkit terms) from a **Commercial Third Party (CTP**), as the nature of their service(s) suggest that they are more likely to have a need to actively process patient or personal data on a regular basis. A CTP should not under normal circumstances have such a requirement, although in exceptional cases (e.g. incident investigations) this may be required.

IG Toolkit view is based on the minimum standards for Information Governance assurance as outlined in the David Nicholson review (Dec 2007).

Pharmacies

Community Pharmacy

A pharmacy that has agreed with their commissioning organisation to provide NHS pharmaceutical services in their area, i.e. advice and guidance, and dispensing medications against NHS prescriptions.

Pharmacy HQ

Pharmacy organisations with more than one branch and a Head Office IG function where branch staff are contractually required to follow the policies, procedures and training provided by that Head Office IG function.

IG Toolkit view is based on the minimum standards for Information Governance assurance as outlined in the David Nicholson review (Dec 2007).

Prison Health (PH)

This is a prison-based service responsible for providing healthcare to people in prison or detention centre / repatriation centre. Service providers may include PH in their own assessment or complete a separate IGT assessment (see Parent / Child Organisations).

IG Toolkit view is based on the minimum standards for IG Assurance as outlined in the David Nicholson review (Dec 2007).

Secondary Use Organisation (SUO)

An organisation that processes patient information for secondary purposes. Large (non-hosted) organisations

that make an application under Health and Social Care Act (Section 251) to the HRA Confidentiality Advisory Group (CAG) or to the Data Access Advisory Group (DAAG) are required to complete a satisfactory IG Toolkit assessment. This will usually be the Secondary Use Organisation view (see also "Hosted Secondary Use Teams/Project").

IG Toolkit view is based on Information Governance assurance within an organisation using patient information for a purpose that is not direct care.

Social Care Delivery/Local Authority (archived view – no longer in use)

A department or function within a local authority that has responsibility for the provision of adult social services. This view is was initially used and completed to assure information processed by the Social Care element of Councils with Social Service Responsibilities (CSSRs). This view was been replaced by Local Authority view in IGT Vers 12.

IG Toolkit view is based on Information Governance assurance in a community based setting.

Voluntary Sector Organisation (Vol)

A voluntary / third sector organisation working with NHS and/or local authority organisations to deliver care / advice to service users e.g. advocacy services (supporting individuals to access other services, etc), hospices, care homes and residential homes (unless these are contracted under AQP contracts).

Views Tailored to Specific Organisations

Health & Social Care Information Centre (HSCIC)

A non-departmental public body which collects, analyses and publishes national data and statistical information in health and social care for commissioners, analysts and clinicians and supports the delivery of IT infrastructure, information systems and standards to ensure information flows efficiently and securely across the health and social care system.

NHS Business Services Authority (NHSBSA)

A Special Health Authority, an Arms Length Body of the Department of Health which provides a range of critical central services to NHS organisations, NHS contractors, patients and the public.

NHS England (NHSE)

An independent body, at arm's length to the Government which oversees the planning, delivery and day-to-day operation of the NHS in England as set out in the Health and Social Care Act 2012.

Public Health England (PHE)

An executive agency of the Department of Health, established to protect and improve the nation's health and wellbeing, and to reduce inequalities.